

National Aeronautics and
Space Administration
Goddard Space Flight Center
Greenbelt, MD 20771



Reply to Attn of:
200.3

February 22, 2001

TO: Distribution

FROM: GSFC/200.3/Program Manager for ODIN

SUBJECT: ODIN Program monthly reporting

On February 13, 2001 I notified you via email that the ODIN Program Office would require a monthly report for each delivery order beginning with the February, 2001 data. This action is necessary due to the number of delivery orders in place, and the need for a consistent and timely flow of the management information required to oversee the needs of the program. At the same time, I solicited comments from you regarding the proposed content and format of the report, as well as required delivery date for each monthly report. I appreciate your having taken the time to review the materials, and I have incorporated your comments accordingly.

Effective March 20, 2001, and the 20th day of the month thereafter, a monthly report of ODIN activities for your respective delivery order shall be delivered to the ODIN Program Office. This report may be delivered electronically, or in hardcopy, via surface mail or facsimile. While the report is not required to be in the attached format (understanding that existing, internal reports may fit this requirement), it is imperative that all elements of the attached example be included in your report.

If there is any additional information I can provide you, I can be reached at 301.286.4311, or via email at Mark.A.Hagerty.1@gsfc.nasa.gov.

A handwritten signature in black ink that reads "Mark Hagerty". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Mark Hagerty

Enclosure

ODIN DOCOTR's (and alternates)

ARC/Ms. Longchamps

ARC/Mr. O'Brien

DFRC/Ms. Dowden

DFRC/Mr. Reckline

GRC/Mr. Sosoka

GSFC/Ms. Beckwith

GSFC/Mr. Silverstein

GSFC/Ms. Smith

HQ/Mr. Brimberg

HQ/Ms. Arslan

JSC/Ms. Robinson

KSC/Ms. O'Bryan

LaRC/Ms. Mangum

LaRC/Mr. Mcpherson

MSFC/Ms. Sudderth

MSFC/Mr. Storey

SSC/Mr. Bordelon

ODIN Monthly Status Report

As of mm/dd/2001

Center/Location:

Status:

Management:

Technical:

Cost& Schedule:

Accomplishments:

Issues or Concerns:

Metrics:

Desktop Customer Satisfaction:

Desktop Service Delivery:

Desktop Availability:

Telephone Customer Satisfaction:

Telephone Service Delivery:

Telephone Availability:

Admin Radio Customer Satisfaction:

Admin Radio Service Delivery:

Admin Radio Availability:

Local Video Customer Satisfaction:

Local Video Service Delivery:

Local Video Availability:

Fax Customer Satisfaction:

Fax Service Delivery:

Fax Video Availability:

Other Relevant Information:

(i.e.) PKI Deployment Status

CompuTrace Status

Personnel Changes